

Professional and Managerial Branch
Fiscal and Tax Administration Group
Tax Administration Series

TAX DEPUTY ADMINISTRATOR
Classified Service
11/94 (SAC)

Summary

Under general direction, as assistant department head, provide executive management of operational aspects of tax collection for political jurisdictions involved in the consolidated tax effort.

Typical Duties

Plan, organize, direct and evaluate tax collection operations and maintenance of computerized tax record database. Involves: managing daily cash flow by checking, balancing and depositing tax receipts; reviewing the posting of cash receipts and the posting and coding of non-cash transactions; reviewing automated data processing capabilities and needs; overseeing system and software enhancements; monitoring computer data to ensure accuracy of tax office records.

Coordinate departmental operations with and provide staff advice to various taxing entities and other functionally concerned organizations. Involves: integrating collection activities with other taxing entities and contract law firm; preparing reports concerning tax collection and assuring timely distribution of funds to each entity's bank; compiling, analyzing and interpreting tax data; assisting taxing entities with interpretation of reports on values and computing effective tax rate, as required; conferring with taxing entities regarding the Truth in Taxation provisions of the Property Tax Code; visiting taxing entities to attend board meetings and make presentations.

Assist in development and implementation of department-wide policies, goals and standards. Involves: directing administrative and procedural studies of tax department operations; analyzing organizational structures and administrative policies and procedures; assisting in preparation and presentation of annual budget; monitoring and authorizing expenses.

Select, assign, supervise, review and evaluate work of supervisory and non-supervisory professional, administrative, technical, and clerical personnel. Involves: interviewing, placing, counseling, effectively recommending merit increases, discipline and termination; implementing and overseeing training programs to develop subordinates; enforcing personnel rules and regulations including those pertaining to standards of conduct, work attendance and safe work practices; ensuring availability of equipment in good working order; developing methods to improve efficiency.

Perform miscellaneous related professional and managerial duties as required. Involves: substituting for department head during absences to maintain continuity of services and operations; performing public contact work, as assigned; interviewing property owners concerning property taxes; testifying in court.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Management or related field, plus four years professional fiscal or tax administration experience, including two years each in computerized collection of tax revenues or diverse accounts receivable and as a supervisor; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: effective business practices and procedures. Considerable knowledge of: principles and practices of office organization and management; automated data processing applications. Good knowledge of pertinent tax laws; principles, practices and methods of assessing, collecting taxes; the principles and practices of accounting.

Ability to: analyze and make sound recommendations; establish and maintain effective working relationships with fellow employees, officials and the general public; express oneself clearly and concisely, both orally and in writing; analyze and interpret fiscal records and to prepare accurate and complete financial reports; understand and interpret tax rules and regulations; plan, organize, assign, supervise and evaluate the work of assigned personnel; analyze administrative problems and make recommendations; understand and follow quickly and accurately, oral and written instructions.

Special Requirements: Must be bondable. Requires certification from Texas Board of Tax Professional Examiners within the time limits specified by the Texas Property Taxation Professional Certification Act.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head